

POSITION DESCRIPTION - Holiday Activity Program Volunteer Leader or Student Placement

1. General Information

Position Title:	Volunteer/Student Placement - Holiday Activity Program
Reporting To:	CCC Assistant Manager
Supervised by:	Holiday Activity Program Coordinator
Work with:	CCC Team members, students and volunteers
Hours of volunteering	The hours of duty will be the days you have requested to be on the roster up to 10 days over the school holidays, Monday to Friday, (except for public holidays) for 8 hours each day. The position is from 8.30am to 4.15pm each day.
Conditions	The position is unpaid volunteer or student placement

2. Context

Cheltenham Community Centre (CCC) is a significant focus of community strengthening in the southern metropolitan region of Melbourne through its provision of childcare, educational, vocational and social programs for the local community. As one of 400 Neighbourhood Houses across Victoria, CCC is committed to the principles of Community Ownership, Community Participation, Empowerment, Access and Equity, Life-long Learning, Inclusion, Networking, Advocacy, Self-help and Social Action.

CCC operates as an incorporated, not for profit organisation with over 1000 members / participants from a wide cross section of the local community. CCC employs over 30 staff and has a turnover of around \$1M per annum but a significant proportion of the organisation's capability and output is derived from the contribution made by many of its members on a voluntary basis.

CCC is involved in six main program areas – Childcare, English as an Additional Language (EAL) and Literacy Training, Holiday Activities, CCC Bolts Netball Club, Community Cafe, and Health and Wellbeing classes and workshops such as Music for Tots and Yoga.

CCC's revenue base includes grant funding from the Council for Adult, Community and Further Education (ACFE), Melbourne Polytechnic (MP), Department of Families, Fairness and Housing (DFFH), and Kingston City Council along with fee revenue/cost recoup from its client/member base.

CCC and SCCC partnership

Cheltenham Community Centre and Southern Community Church of Christ have worked in creative partnership since 1986. Because both organisations believe they can achieve more together than they can working alone, they are committed to celebrating and developing the unique and diverse contributions that each organisation brings to the partnership.

Together, CCC and SCCC seek to enrich the experience of community for all people, offering access to a broad range of activities, programs, opportunities and resources to enable people of diverse backgrounds, abilities and interests to live life to the fullest.

3. Role Overview

Holiday Program provides an opportunity for children who attend primary school to attend activities during the school holidays. The program runs for the duration of the weekdays of the school holidays, excluding public holidays, this is generally 8-10 days.

The program includes both incursions and excursions and each day includes several activities, from 8.45am – 4.15pm each day.

This volunteer or student placement role is available for anyone between 15-25 years.

4. Key Responsibilities and guidelines

- The volunteer leader reports directly to the Holiday Program Coordinator.
- The leader's focus to participate, socialise and get to know the children.
- The leader will act as a role model, exerting the expected behaviour while encouraging and motivating the children.
- The leader will be observant of children, taking note of those who are injured or sick, and notifying the coordinator when necessary.
- The leader will be responsible for a group of children in activities held at the Centre and on excursions, knowing their whereabouts, guiding, and assisting the children through activities.
- The leader is required to follow the instructions set out by the coordinator and sessional staff, assisting with all necessary jobs as requested by the coordinator.
- The leader will show initiative, be responsible and show leadership through the placement.
- Commit to allocated days, arriving at 8.30am each day, for briefing and to adequately prepare for the day.
- Attend and complete the pre-accredited training course in full if required.

5. Interpersonal Skills

- Work within a team to accomplish set goals.
- Follow instructions set by the coordinator.
- Communicate with strong verbal skills which include the ability to speak and react with empathy, respect and understanding with children and their families.
- Develop and maintain respectful relationships with families, other staff members and the coordinator.
- Ability to work with and show leadership to children.
- Ability to actively support and implement the delivery of a program for up to 50 primary school children each day.
- Punctual
- Skilled in verbal and non verbal communication
- Accountable
- Show compassion and maturity when dealing with people.
- Community centric

6. Working Relationships

Who	Purpose
Assistant Manager	Line management reporting relationship,
CCC Manager	Senior management relationship.
Supervisor	Holiday Activity Program Coordinator
Customer Service Staff and Volunteers	Collaboration, guidance, and direction regarding all aspects of customer service aspects of the Holiday Activity Program.
CCC and SCCC Staff and Volunteers	Peer Relationship - interaction and communication with staff, volunteers, instructors, teachers, and group leaders in each of the programs of CCC and SCCC.

7. Organisational Values

Value	Behaviour examples
Innovation and Creativity	<ul style="list-style-type: none"> ● apply new ideas ● learn from mistakes and continuously improve ● offer suggestions for improvement
Organisational Vitality / Personal Growth	<ul style="list-style-type: none"> ● support/recognize the good efforts and achievements of others ● seek opportunities to learn new skills and roles ● learn about the broader organisation and contribute to its improvement
Responsiveness	<ul style="list-style-type: none"> ● show genuine interest in helping the community ● seek Community Centre members' feedback frequently ● work with the team and follow-through
Leadership	<ul style="list-style-type: none"> ● communicate the vision and values through our actions ● build the self-esteem of team members ● be positive
People Emphasis	<ul style="list-style-type: none"> ● treat people with respect, dignity and trust ● learn to forgive others and move to improve CCC ● focus on improving relationships with CCC team and community members
Communication	<ul style="list-style-type: none"> ● share information in a clear, timely, relevant way with team members and community members ● seek out information if we feel we don't know ● contribute information to team meetings
Integrity	<ul style="list-style-type: none"> ● keep commitments - do what we say we are going to do ● accept responsibility for what happens and what does not happen ● be honest in all actions
Participation	<ul style="list-style-type: none"> ● volunteer when opportunity arises ● seek out opportunities to be involved in different areas of the Centre
Commitment	<ul style="list-style-type: none"> ● continue learning at work ● involve ourselves in the change and improvement process
Competent People	<ul style="list-style-type: none"> ● believe that our people are good at what they do ● know our process including, cost, key success factors and measures

Other Information

The volunteer position is located at 2-12 Chesterville Road, Cheltenham and may sometimes require off site visits with the Program Coordinator, Assistants and children.

8. Physical Requirements of your role

Key: **N**: Never, **O**: Occasional, **F**: Frequent, **C**: Constant, **MH**: Manual Handling

Postural Tolerance	N	O	F	C	Comments	Manual Handling	N	O	F	C	Comments
Stand						Lift					Equipment, tables, chairs
Walk						Carry					Equipment, tables, chairs
Squat						Push/Pull					Equipment, tables, chairs
Bend forward						Forward reach					
Sit						Grip/Grasp					Equipment, tables, chairs
Kneel						Driving					
Trunk twist						Upper limb movements					

Overall Rating of Perceived Exertion for role = **3**

RPE SCALE	RATE OF PERCEIVED EXERTION
10	MAXIMUM EFFORT ACTIVITY Completely out of breath, unable to talk. Cannot maintain for more than a very short time.
9	VERY HARD ACTIVITY Very difficult to maintain for more than one minute. Can barely breathe and speak only a few words.
7-8	VIGOROUS ACTIVITY Borderline uncomfortable. Short of breath, can speak a sentence.
4-6	MODERATE ACTIVITY Breathing heavily, can hold a short conversation. Still somewhat uncomfortable but challenging.
2-3	LIGHT ACTIVITY Can maintain for hours, easy to breathe and carry out a conversation.
1	VERY LIGHT ACTIVITY Hardly any exertion but requires some movement.

Adaptive equipment available

Equipment	Description of use
Table Trolleys	Moving tables around the classrooms and facility
Chair Trolley	Moving chairs around the classrooms and facility
Other Trolleys	Moving equipment or boxes
Ergonomic assessment of workstation	Minimise effects of long periods of sitting and using a computer
Ergonomic office chair	Minimise effects of long periods of sitting
Stand up desks	Minimise effects of long periods of sitting